LOGIN INFORMATION
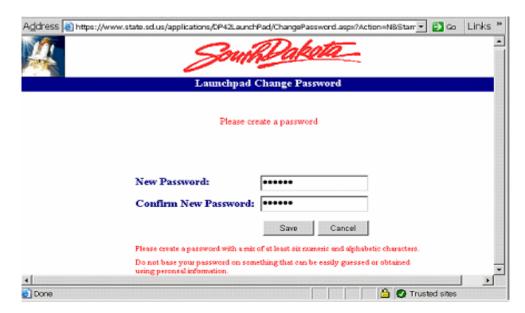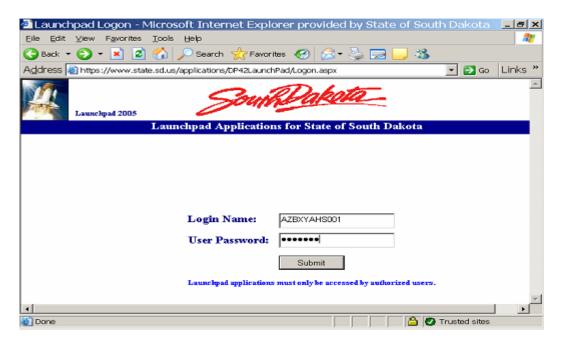

1. When logging in for the first time or when you need to have your password reset by the State, you will be given a system generated password that will allow you to login to STARS. Once logged in, you will be required to establish a new password that you can personalize and keep confidential. Please keep this password in a safe place and where you can reference it if you should forget the information.
2. As indicated above you will need to enter the new password twice and the composition of the password will need to be a mix of at least six numeric and alphabetic characters.

1. When logging in you will need to enter the assigned Login Name that was issued by the State. The login name is not case sensitive.
2. Next enter the User Password that you developed which needs to be at least 6 characters in length to include numerical and alphabetical characters. The password field is case sensitive so remember to enter your password exactly has developed.

1. User Passwords will need to be changed every 6 months and the system will prompt you when the time period comes due. To proceed enter in your current password (old) and enter the new password above in the New Password and Confirm New Password fields.

2. If you have your old password stored in your computer this will need to be removed otherwise the wrong password will be inserted in the Password field. To delete your old password stored in your computer, click on the Tools menu on Internet Explorer, then Internet options and then Content, Auto Complete and then Clear Password.